

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

Board of Directors Minutes

September 9, 2008

Present: Steve Kitchin, Paul Ouellette, Evaristo Amaral, Vincent Balasco, Michael Cassidy, Diane Cook, Vanessa Cooley, Bob Cooper, Joseph DeSantis, Joseph DiPina, Allen Durand, Cynthia Farrell, Raymond Filippone, Paul Harden, Diane Karcz, Dorothy Mattiello, Jane Nugent, Susan O'Donnell, Raymond Pingitore, Betty Pleacher, Scott Seaback, Andrew Tyska, Kimberly Weiss and Steve Wilson.

Guests and Staff: Attorney Thomas Fay, Mavis McGetrick, Donna Chaput, Nick Ucci, Arthur Jodoin, Karen Waters, Janice Lepizzera, Carlos Ribeiro, Jen Cornwell, Patrice Cavanaugh, and Gail DuPont.

Absent: Joseph Cannon, Alexis Devine, Christine Grieco, John Iaderosa, Peter Koch, Fred Ricci, Nancy Roderick, Edward Sneesby, Pat Talin, Johan Uvin, and Darrell Waldron.

With a quorum present, Chair Steven Kitchin called the meeting to order at approximately 8:30 A.M. Steve asked everyone to review the minutes from the previous meeting on June 10, 2008.

VOTE: Bob Cooper made a motion to accept the minutes as written. Kimberly Weiss seconded. The motion was passed unanimously.

CHAIRMAN'S REPORT

Steve asked all chairs to review their committee's PY08 visions and goals and consider what they would like to accomplish in this program year. Steve will report to the Board what the goals and vision are shortly.

Steve announced that the position of Executive Director of WPGRI has been posted. Nick Ucci was appointed Acting Executive Director under the Eleven Day Rule. WPGRI has made it known that they would like to expedite the process and have the position filled as soon as possible.

Steve stated that he served as chairman for a number of years on the Rhodes to Independence board and became aware of the need to better coordinate job training services from both the employer perspective and the individual perspective. In a conversation with Steve Brunero (ORD), Nick Ucci, Dottie Miller and Elaina Goldstein (Rhodes to Independence) he became aware that the ORS has an OJT program. Steve said he would like to find a better way to coordinate resources among agencies to better serve the disabled community. Steve believes that this would be an opportunity to start making training programs more effective from both the demand and supply side and can be used as an example of how entities within state government can work together.

Steve said he received a letter from Joseph Crowley, who announced

his resignation from the board due to his retirement from the Warwick Career and Technical Center.

VOTE: A motion to accept the resignation of Joseph Crowley, with regret, was submitted by Bob Cooper. Joe DiPina seconded. The motion passed unanimously

Steve acknowledged Arthur Jodoin and Karen Waters staff members of WPGRI who will be retiring at the end of the month and presented them both with Certificates of Appreciation acknowledging their commitment to WPGRI and their dedication and service to the citizens of Rhode Island.

Nick introduced a new employee, Jen Cornwell, as WPGRI Project Manager, who will be overseeing the Industry Skills Development Initiative and working and with the Strategic Development Committee.

Steve said he and the Executive Committee are very concerned about the staffing levels at WPGRI and asks for patience and appreciation for the hard work the staff is doing.

EXECUTIVE DIRECTOR'S REPORT

Nick directed everyone's attention to a letter in the packets he wrote to the staffs of WPGRI and netWORKri thanking them for achieving all of the performance goals in the fourth quarter.

Nick said he has continued to work with DLT to increase staffing, however, everything is on hold throughout the state. At the end of the month, he noted that the staff will have five vacancies.

Nick said in order to fund PY08 Youth program proposals, he has modified the internal budget that will require a transfer of \$40,000 WIA Youth Administrative dollars and \$50,000 JDF Youth Administrative dollars to the program side of the budget. The Executive Committee has recommended that the Board approve this transfer of funds.

VOTE: A motion to transfer \$40,000 WIA Youth Administrative and \$50,000 JDF Youth Administrative dollars to their respective program budgets was made by Ray Pingitore. Ray Filippone seconded. The motion passed unanimously.

Nick said a draft of the PY06 Audit has been received. A couple of minor findings were found and answers to those findings have been filed. He said the findings involved a late filing, due to staff shortages, and invoicing, which will be changed from quarterly to monthly. Steve Kitchen explained that once the audit is finalized, it will be presented to the Finance Committee, then to the Executive Committee, and finally the board will receive a copy of the PY06 Audit. Steve reminded everyone that these committee meetings are open to all and everyone is welcome to attend.

Diane Cook suggested that due to critical staffing shortages, the Board should consider expanding WPGRI corporate staff positions. Steve said he has found that the relationship with DLT has been made stronger and Nick Ucci noted that the work continues to get done despite these challenging times. Bob Cooper suggested that the Executive Committee review corporate staffing levels. Jane Nugent suggested consolidating local workforce board functions. Steve explained that this could only be done by a change in legislation in Washington. Nick informed the board that the LWIBs are a part of a five-year unified plan and strategic plan process. Jane requested an update on these processes at the next Board meeting.

VOTE: Bob Cooper motioned that the Executive Committee look at expanding WPGRI corporate staffing levels. Diane Cook seconded. The motion passed.

COMMITTEE REPORTS

Board Development

Paul Ouellette reported on the Workforce Innovations Conference held in New Orleans in July. He said a lot of sessions pertained to business. One of the major issues was the lack of soft skills among youth. He also said that older workers face the problem of keeping up rapidly changing technology skills. Nick said he had an opportunity to present to about 150 people on the Industry Skills Development Initiative.

Paul informed the Board that there are a number of vacancies on the board in the areas of education, defense, and finance (treasurer). He said Paul Harden has agreed to serve as Treasurer on an interim basis until someone permanent is found. Candidates for vacant positions are submitted to the governor for his approval and appointment. Paul will have an update at the next meeting.

Strategic Development

Paul Harden said the major project this summer was the Industry Skills Development Initiative and asked Jen Cornwell to give a description of the project. Jen said a meeting was held two weeks ago with Workforce Solutions of Providence/Cranston and the vendors. The vendors are very excited to begin and plan to have a presence at the One-Stop Centers. She also described a media production video which could be shown at schools, One-Stop Centers, career fairs, or aired on-line. Nick directed everyone to look at the handout in their packet describing Youth Day at the Newport Boat Show sponsored by My Turn and the marine trade association. Andy Tyska stated that there are already 84 youth signed-up for that event and it was a great opportunity to highlight the industry. Paul Harden has asked the vendors to make a presentation to the Strategic Development committee.

Youth Council

Cynthia Farrell asked everyone to look at the tables in their packets

for PY07 service level updates. In the last program year, WIA served 219 youths which is 100% of their contract level. JDF funded programs served 1159 youths resulting in 125% of the contract levels.

At this point, Steve Kitchen and Vincent Balasco recused themselves from the meeting. Paul Ouellette presided over this portion of the meeting.

Cynthia reviewed the proposals received and recommended by the Youth Council for youth center services in PY08. The Youth Council has recommended for approval by the Board the following proposals: Family Resources Community Action be funded for \$420,000 to serve the Woonsocket area; Comprehensive Community Action be funded for \$394,857.17 to serve the Pawtucket/Northern Rhode Island area; and South County Community Action be funded for \$320,614 to serve the South County Area. Cynthia said the Youth Council is concerned that there is a limited number of vendors competing for the contracts but added that the current vendors are providing services and getting excellent results. She said she would like to see more competition.

VOTE: Dorothy Mattiello motioned to accept the recommendations of the Youth Council to fund the youth centers as presented. Mike Cassidy seconded. The motion passed unanimously.

Cynthia Farrell reviewed the Youth Council's recommendations for

PY08 WIA Stand-Alone Programs: Comprehensive Community Action to be funded for Out-of-School youth in the amount of \$234,200.38, and CCAP to be funded to serve Older Youth in the amount of \$292,385.04.

VOTE: Bob Cooper motioned to accept the recommendation of the Youth Council to fund the WIA Stand-Alone programs as presented. Ray Filippone seconded. The motion passed unanimously.

Steve Kitchen and Vincent Balasco rejoined the meeting.

Quality Assurance

Mike Cassidy reported on the Fourth Quarter WIA Performance. He said he was pleased to report that all measurers were passed in the fourth quarter. Mike said the report indicates that we are failing a few youth measures but that is due to old contracts that are working their way out. He said another reason for the failing measures was the inability to get data from Massachusetts and Connecticut earlier in the year. Mike informed the committee that a new interstate wage agreement has been signed with these states to release this information.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS

Steven Kitchin called for any new business. Diane Cook responded by informing everyone of the Welfare to Work program. She wanted everyone to be aware that this program will increase business, increase customers, and increase services at the One-Stop Centers. Bob Cooper asked that Diane make a presentation at the next board meeting regarding the numbers for this program.

VOTE: Being no further business to come before the board, Steve asked for a motion to adjourn. Paul Ouellette moved. Mike Cassidy seconded. The vote to adjourn passed unanimously.

The next meeting of the Board of Directors is scheduled for October 14, 2008.

**Respectfully submitted,
Gail DuPont, Administrative Assistant**